Census Roster

1. Sign in to Faculty eServices

Important! If you do not see your classes for the current term, you must select it using 'Change Term'.



2. Click on 'Census Roster'

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Notice: This roster will be available to you 4 days before Census and will replace the Drop Roster

Notice: Students dropped on this roster will not receive any notation on their record and no fees will be assessed on their student account

- 3. Drop No Show students
- 4. Click on the 'Drop ######### link for the student that you would like to drop

	Enrollment	Status				Drop	Drop Student Link	
Total Students:	58	Attendance Type: W	nsus	5			<u>Detail</u>	
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Student ID Na	me			Enrl Stat	<u>)rop Dt</u>	Reason	Drop	
				Enrolled			Drop	
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5. Choose the reason you are dropping the student from the list, the date will auto-populate

Confirm Drop Selection
Please enter a Drop Reason for the drop with penalty date of 03/20/2019, last meeting date is needed.
Drop Date: (NOSH) No Show (XAB) Excessive Absences Final processing of the drop will occur when you press the 'OK' button. 'Cancel' will return without processing.
OK Cancel

- 4. Click the "OK' button
- 5. Note the 'Enrollment Status' column to confirm the student has been successfully dropped